

SECTION 1
ADDENDUM A
Schedule of Key Actions
Internal Control and Audit Follow-up Programs

Action	Responsible Organization	Due Date
1. Issue Internal Control Program Guidance	PFM	October
2. OMB A-123 Test Plan (see Finance Section)	Bureaus/Offices	October
3. Finalize and publish the Department's internal control review priorities.	PFM	November
4. Advise bureaus and offices of FMFIA material weaknesses and OIG and GAO audit recommendations in GPRA Performance Goal Base.	PFM	November
5. Issue guidance on Departmental Functional Reviews (Property, Acquisition, Information Technology, etc.)	Various PMB Offices	November
6. Report internal control review priorities to PFM (all inclusive). (Priorities Plan)	Bureaus/Offices	December
7. Bureaus provide CAP's to PFM for audited financial statement material weakness and non-compliance issues	Bureau CFO's	December
8. Monthly Status Report on current year audited financial statement material weakness and non-compliance issue corrective actions to PFM	Bureaus	Monthly
9. Monthly Status Report to Assistant Secretary-PMB on current year audited financial statement material weakness and non-compliance issue corrective actions.	PFM	4 th Day of each month
10. Quarterly Status Report to PFM on FMFIA material weakness corrective action progress and OIG and GAO audit recommendation implementation.	Bureaus/Offices	December March June August

11. Quarterly Status Report on FMFIA Program to Assistant Secretary-PMB	PFM	January April July September
12. OMB A-123 Test Results Finalized PFM (FISMA and A-130)	Bureaus/Offices	April
13. Conduct mid-year ICAF progress meeting with bureaus, OIG, and PMB staff	Bureaus/Offices, OCIO, PAM, PFM, OIG	May
14. Complete all current fiscal year internal control reviews and Departmental functional reviews	Bureaus/Offices, OCIO, PAM, PFM, OIG	June
15. OMB Circular A-123 Appendix A Assurance Statement on financial reporting	Bureaus/Offices PFM	June
16. Complete all current fiscal year Financial, Internal control reviews, and Departmental functional reviews.	Bureaus/Offices, OCIO, PAM, PFM, OIG	August
17. Submit current year annual assurance statement to Assistant Secretary-PMB and PFM	Bureaus/Offices, OCIO, PAM, PFM, OIG	September
18. OMB A-123 Update (update to “as of June 30” statement combined with the program reviews)	Bureau/Offices PFM	September
19. Annual ICAF year end issue resolution meetings	Bureaus/Offices, OCIO, PAM, PFM, OIG	October
20. Complete final draft of Compliance with Laws and Regulations section of the current year Performance and Accountability Report.	PFM	October